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# personal informaton

**Name:** Khadijah Chelsea Ramnath

**Address:**  #295, 9th Street Extension, New Settlement,

Dow Village,

California.

Trinidad W.I.

**Telephone No:** Mobile:347-5583

Home: 221-2927

**Date of Birth:** February 2nd 1997.

**Email address:** [chellys1997@hotmail.com](mailto:chellys1997@hotmail.com)

# education and extra curriculum activities

**2008-2013** Attended A.S.J.A Girls College, Charlieville for the aforementioned period of time.

Wrote CXC (General Proficiency) examinations.

|  |  |
| --- | --- |
| **SUBJECTS** | **GRADE OBTAINED** |
| Additional Mathematics | II |
| Mathematics | I |
| English A | I |
| English B | II |
| Biology | I |
| Chemistry | II |
| Physics | II |
| Geography | II |

**2011-2012**  Started and completed the Junior Achievement Programme.

Started and completed the RBC Young Leaders Programme.

**2012- PRESENT** Actively involved with the Trinidad and Tobago’s Cancer Society.

**2013- 2015** Attended the University of the West Indies, Pre-university centre,

Open Campus and wrote CAPE examinations in the following

subjects:

|  |  |
| --- | --- |
| **SUBJECTS** | **GRADE OBTAINED** |
| Communication studies | Unit 1- III |
| Caribbean studies | Unit 1- V |
| Pure mathematics | Unit 1- II Unit 2- V |
| Biology | Unit 1- II Unit 2- III |
| Chemistry | Unit 1- II Unit 2- II |

**2014- 2015** President of the St. Andrew’s Anglican Youth Ministry.

# work experience

**2012-2013** Excellent Stores, Price Plaza.

**Sales Clerk Representative.**

**2013- 2015** K&N Roofing and Ironworks, California.

**Secretary**

**2015-2016** Esperanza Presbyterian Primary School

**Clerical Assistant**

# REFERENCES

* Mr. Kelvin Ramnath

Owner of K&N Roofing and Ironworks

#780-7188

* Mr. Kyle Grant

Owner of Grant Distributors

#701-2323

* Rev. Carlyle Lynch

Parish Priest

#323-4879

* Mrs. Wendy Gajadhar

Past Principal of Esperanza Presbyterian

#684-5880

Saturday, 26th November, 2016.

#295,9th Street Extension,

New Settlement,

Dow Village,

California.

**TO WHOM IT MAY CONCERN:-**

**Subject**: Seeking employment

Dear Sir or Madam,

My name is Khadijah Chelsea Ramnath and I live at the above stated address. Currently I am nineteen (19) years of age and have recently completed my tertiary level studies at the University of the West Indies, Open Campus. I am writing this application letter to apply for the position of a sales representative at your organization.

If given the opportunity to work in your already established business, I can ensure that I will be a great asset to your organization. Being a young adult who has recently completed her tertiary level studies, I am both eager to work as well as anxious to gain further work experience. I look forward to a favourable response from the recipient of this letter.

Thanking you in advance.

Yours respectfully,

Khadijah Ramnath.